

To: Technical Leads, Agency CIOs, Operations Group
From: Gary Robinson, Director, Department of Information Services
Eva Santos, Director Department of Personnel
Date: Dec. 6, 2005

HRMS environment for technology and equipment testing and certification to be shut down by Dec. 31

Agencies must complete their HRMS network testing and certification by December 31st, 2005.

The production environment used for HRMS testing and certification will no longer be available for testing purposes past Dec. 31, 2005. This shut down is necessary to allow the HRMS team to prepare the production system for DOP 'go-live' in January.

All agencies are required to certify their readiness to interact with the HRMS system. The HRMS team is urging all agencies to complete their testing by December 23 so as to avoid having to complete testing during the busy last week in December. Once the environment is closed there is no contingency plan for agencies that have not been certified.

It is every agency's responsibility to perform the testing. Agencies may use the following links to test and certify their readiness:

- If you are inside the State Governmental Network (SGN):
<http://hrms.dop.wa.gov/TechInfo/Certification/CertIntro.asp>
- If you are outside of the SGN:
<https://fortress.wa.gov/dop/hrms/TechInfo/Certification/CertIntro.asp>

The testing and certification processes resolve the following three questions:

- a. Can I connect to the HRMS system?
- b. Can I perform a local print?
- c. Is the performance adequate – comparable to performance for other like applications in my environment?

Contact information:

If you have issues during your HRMS Network Certification Testing, contact the DIS Help Desk at 1-888-241-7597 or Local 753-2454. When you contact the Help Desk, please identify your issue as **HRMS NETWORK CERTIFICATION TESTING**. The Help Desk will refer your call to the appropriate technical staff to assist you with the issue.

If you have any questions, please contact your Readiness Coach ASAP.

Readiness Hotline: (360) 664-6757

Email Contact: HRMSChangeMngmnt@dop.wa.gov

Additional Information:

For additional information regarding the HRMS Implementation Project please visit the DOP Website at: <http://hrms.dop.wa.gov>